INFORMATION BULLETIN

EDD Employment Development Department
State of California

WELFARE-TO-WORK

Number**:** WB00-48

TO: LOCAL WORKFORCE INVESTMENT AREAS
             WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
             DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES
             COUNTY WELFARE DIRECTORS
             CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
             EDD EXECUTIVE STAFF
             WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING DECEMBER 31, 2000

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) reporting deadline for the quarterly Summary of Expenditures Reports and monthly Interim Participant Reports for all allocated WtW funds. Special State Approved Local Training (SALT) reporting instructions are included.

All WtW reports for the period ending December 31, 2000, are due to the Workforce Investment Division (WID) **no later than January 19, 2001**, and must be submitted in accordance with Department of Labor (DOL) *Training and Employment Guidance Letter (TEGL) 11-97, Change 1*. The Summary of Expenditures Reports must be submitted for all program years.

Although the WtW amendments have been implemented, DOL has not formally approved the new expenditure reporting form. Until the new form is released, WtW Subgrantees need to use the current form. The DOL has advised us they anticipate the new forms to be approved for the quarter ending March 31, 2001.

Please report expenditures by year of allocation (YOA) and grant code (i.e., 800, 801, and 815) on separate Summary of Expenditures Reports. To better assist the quarterly expenditure reporting process, WID has provided a list, indicating YOA and grant code, for the federal fiscal year when funds were released by DOL.

Since the 1998/1999 federal fiscal year funds were released on July 16, 1999, and because July 16, 1999, is in the 1999/2000 State fiscal year, **YOA 99** is to be used for local reporting purposes. The chart below identifies the information to be entered on the Enter Summary of Expenditures (ESER) screen of the Job Training Automation (JTA) system.

YOA	Grant Code(s)
97	800, 805, 806
99	801, 807, 808
99	815 (SALT)

The following are the instructions for reporting SALT expenditures on the Summary of Expenditure Report:

- Section III, Item 2, *Total Administration* line: Enter total SALT expenditures.

  Note: The SALT administration expenditures are not counted against the local-level administration limit of 13 percent.

- Section III, Item 4, *Total WtW Expenditures* line: Enter total SALT expenditures.

- Section III, Items 4a and 4b, *Total Required Beneficiaries and Total Other Eligibles* lines: Break out the amount in total WtW expenditures between the two categories.

If you have questions with regard to financial information, contact Tristyn Schmidt, Financial Management Unit, at (916) 654-7617. For questions on monthly participant reporting, contact Marcia Painter, Performance Management Unit, at (916) 654-7607. If you have JTA questions, contact the Help Desk, at (916) 653-0202.

/S/ BILL BURKE
    Chief